

BID BOARD NOTICE

PROCUREMENT ID NUMBER: OPASS 15-14515

ISSUE DATE: March 13, 2015

TITLE: Fire Suppression System Services and Repairs

DUE DATE/TIME: April 23, 2015/1:00 pm

THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07

Brief Description of Services:

The Department of Health & Mental Hygiene is seeking the services of a vendor to provide a preventive maintenance, service and repairs program for the FM-200 Fire Suppression system located in the data center at 201 West Preston Street, Baltimore, MD 21201 for the three year period from June 1, 2015 to May 31, 2018.

I. PROCUREMENT OBJECTIVES

A. Issuing Office

Department of Health and Mental Hygiene (DHMH)
201 West Preston Street
Baltimore, Maryland 21201

The Contract Monitor for this solicitation:
Atif Chaudhry
201 West Preston Street, Room 535 E
Baltimore, Maryland 21201
(410) 767- 5790 Fax (410) 333-5608
Email: Atif.Chaudhry@maryland.gov

The sole point of contact in the State for purposes of this solicitation is the Contract Monitor.

B. Submission Deadline

An original copy of the bids **MUST** be received at the Issuing Office listed above by 1 p.m. Eastern Time on April 23, 2015 in order to be considered. Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the Issuing Office.

II. GENERAL INFORMATION FOR VENDORS

A. Contract

1. The contract resulting from this solicitation shall be a three year fixed price contract, beginning June 1, 2015.
2. The Department reserves the right to reduce or withhold contract payment in the event the Contractor does not provide the Department with all required deliverables within the time frame specified in the contract or in the event that the Contractor otherwise materially breaches the terms and conditions of the contract.

B. Submission of Bids

Bidders **MUST** submit bid in an envelope to be labeled "Bid". The bid must contain the bidder's name, bid due date and time.

Bids shall be forwarded to:
Atif Chaudhry
201 West Preston Street, Room 535E
Baltimore, Maryland 21201

Faxed bids will not be accepted for this solicitation.

There will be a pre-bid conference held **on Thursday, April 9, 2015 at 9 am** in Room 505, 201 West Preston Street, Baltimore, Md.

C. Vendor Experience and References

The vendor **MUST** list three references with contact information in the transmittal letter. Additionally, the vendor shall have no less than three (3) complete and consecutive years of experience in providing the services of the type and size equipment required by the specifications

D. Transmittal Letter

A transmittal letter prepared on the Bidder's business stationary **MUST** accompany the bid. The purpose of this letter is to transmit the bid and references; therefore, it should be brief. The letter shall be signed by an individual or corporate officer who is authorized to bind his firm to all statements, including services, material availability, timeliness and prices contained in the bid.

E. Selection Process

The contract resulting from this solicitation shall be awarded to the responsible and responsive bidder whose bid meets the requirements noted in this solicitation document, and is the most favorable bid price (lowest cost).

III. TECHNICAL SPECIFICATIONS

A. SCOPE

1. The service covered by this contract shall include furnishing of all equipment, tools, parts, materials, labor, and supervision to administer a comprehensive preventive maintenance, service and repairs program for the FM-200 Fire Suppression System, Local Fire Alarm System, and all related equipment and components serving the DHMH SS-11 data center at 201 W. Preston Street. in accordance with these specifications.
2. It is the sole responsibility of the Contractor to familiarize themselves fully with the building and the contents of these specifications. Failure to attend the pre bid conference/site visit does not relieve the successful bidder from their obligations to comply with all aspects of this bid package for the amount specified in their bid. No additional compensation shall be provided to the contractor arising from the lack of knowledge or familiarity with the existing conditions, systems or data center procedures.
3. The Contractor shall comply with all requirements of the Annotated Code of Maryland (latest revisions and supplements), any and all bulletins, policies, directives, etc. issued by the Maryland Department of Labor, Licensing, and Regulation (DLLR), National Fire Code (latest revision), National Mechanical Code (latest revision), and the Building Officials and Code Administrators International, Inc. (BOCA).
4. The contractor shall not assign the contract in whole or in part, without the written approval of the Contract Monitor.
5. **Access to the DHMH Data Center in the O’Conor Building has restrictions. The Contractor is advised to familiarize him/herself of the conditions under which all work must be performed.**
6. **It is to be noted that the DHMH Data Center will remain operational while the work is in progress. It is imperative that the Contractor closely coordinate the work on a daily basis with the Contract Monitor**
7. All regular service work which does not interfere with normal mechanical operations shall be performed during DHMH business hours, which are between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

8. Work, which requires system shutdown, and emergency or overtime work shall be coordinated with the Contract Monitor.
9. No regularly scheduled work is to be performed on the following State holidays:

| | |
|------------------------|------------------------|
| New Years Day | Columbus Day |
| Martin Luther King Day | Veteran's Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Day |
| Labor Day | |

 - a. The restriction to regularly scheduled work shall also apply to all other off days authorized by the Governor, plus official general election holidays.
 - b. Publicly announced emergency days off (including full and part days off), in case of events such as hurricanes, snow storms, etc., as declared by the Governor or other duly responsible authorities, will be observed by DHMH, and consequently will not be work-as-usual days billable under this contract.
10. Within thirty (30) days after award of the Contract, the Contractor shall submit to the Contract Monitor, a comprehensive maintenance schedule for all equipment related to the Fire Suppression System and Local Fire Alarm. The schedule shall be so arranged that at a glance the Contract Monitor can determine exactly when and what maintenance will be performed to a given piece of equipment, system or component.
11. Through the three (3) year term of the contract, the contractor shall perform preventive maintenance on the Fire Suppression and local Fire Alarm systems quarterly. This will equal four (4) quarterly visits within each twelve month period of the contract.
12. During each quarterly visit the contractor shall check and verify the performance of all covered equipment and components in accordance with:
 - a. Manufacturer's specifications - All maintenance procedures, preventative or otherwise, recommended by the Manufacturer for each individual piece of equipment included in this Contract shall become a part of this contract.
 - b. Original Criteria
 - c. NFPA Standards
 - d. Applicable Code Requirements
 - e. Proper maintenance practices

13. Performing all tests and reports in accordance with NFPA Standards and applicable Code Requirements. Providing complete written reports and records of all services and repairs performed.
14. Equipment to be serviced and maintained under this contract is as follows:

| QUANTITY | PART NUMBER | DESCRIPTION |
|----------|---------------|--|
| 1 | 90-100901-001 | 900 lb. FM-200 Cylinder <i>(note #1)</i> |
| 1 | 90-100121-001 | 125 lb. FM-200 Cylinder <i>(note #1)</i> |
| 1 | 878737 | Pressure Operated Head |
| 1 | 844895 | Master Cylinder Adapter Kit |
| 1 | 283904 | 1-½" Valve Outlet Adapter |
| 1 | 236125 | 900 lb. Cylinder Strap |
| 1 | 235317 | 125 lb. Cylinder Strap |
| 1 | 809181 | Electric Control Head |
| 1 | 264986 | 30" Actuation Hose |
| 2 | NGB-12LR | Manual Release Station |
| 2 | GH-1 | FM-200 Abort Station |
| 8 | Assorted | FM-200 Discharge Nozzles |
| 1 | 69920503 | 5/16" Flare Male Elbow |
| 1 | AFP-200 | FM-200 Control Panel |
| 1 | QED-1212 | Graphic Annunciator |
| 1 | LDM-32 | Lamp Driver Module |
| 1 | MB-24GG-R | 6" 24VDC Alarm Bell |
| 1 | AS24MCW-FR | Horn/Strobe Unit |
| 1 | RSS24MCW-FR | Strobe Light |
| 5 | FRM-1 | Addressable Relay Module |
| 1 | FCM-1 | Addressable Control Module |
| 2 | FMM-101 | Mini Monitor Module |
| 13 | FSP-751 | Photoelectric Smoke Detector |
| 13 | FSI-751 | Ionization Smoke Detector |
| 26 | B710LP | Smoke Detector Base |
| 2 | PS-1220 | 12 Volt 12 Amp/Hr Battery |

note #1 – Includes pressure switch, gauge, and liquid level indicator.

note #2 – **The Contractor is advised that the covered equipment interfaces with the building's Fire Alarm System, the HVAC System, and the Emergency Power Supply for the Data Center.** It shall be the Contractor's responsibility to provide signal from the FM-200 System to the Interface Point.

note #3 – Some components of the FM-200 System (such as, but not limited to, smoke detectors and discharge nozzles) are located beneath an eighteen inch raised deck in the Data Center. Access to these devices is readily available through the use of removable sections of the deck.

15. All associated valves, piping, gauges, fittings, etc., are to be included within the scope of this contract. All equipment and devices shall be inspected at each quarterly visit and the contractor shall provide a written report stating the condition at the time of the visit for each piece of equipment and device.
16. The Contractor shall conduct an on-site technical inspection within the first thirty days after the award of this Contract. The on-site technical inspection shall be conducted jointly with the Contract Monitor. The on-site technical inspection shall be at the Contractor's expense, with no additional expense to the State. Any deficiencies found during the on-site technical inspection shall be listed and submitted by the Contractor, with a separate cost breakdown and proposal for repair for each of the deficiencies listed. Any deficiencies or equipment repairs reported or found thirty (30) days or more after the award of this Contract are to be repaired, replaced, or otherwise made whole, at the Contractor's expense in accordance with the terms of this Contract.

B. CONTRACTOR REQUIREMENTS

1. Contractor shall submit documented information supporting a system in place by which emergency personnel can be contacted on a 24 hours, seven (7) days per week basis to respond to emergencies within two (2) hours.
2. The Contractor shall maintain a redundancy of three qualified technicians capable of performing all necessary work required by this Contract in order that response to emergencies can be effectively carried out as required in Item III.B.1 (above). Contractor must provide a means to ensure that vacations, illnesses, or other events will not affect the Contractor's ability to respond on site in accordance with the specifications.
3. **Bidders should be aware that, in addition to Item II.C, Items III.B.1 and III.B.2 will be significant factors used to determine the successful bidder.**
4. Those performing tasks covered in this contract shall have NYCET Level One certification or shall work at the direction of an on-site person with such a certification. Contractor shall designate a potentially off-site individual that will be responsible for all services to be performed under this contract
5. *Preventive Maintenance (PM) is defined as the care and servicing of plant and equipment for the purpose of maintaining equipment and systems in satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.*

Preventive Maintenance incorporates a program of planned maintenance, care, and servicing of plant and equipment that is designed to improve equipment life and avoid any unplanned maintenance activity. PM includes painting (with the exception of the exclusion above), lubrication, cleaning, adjusting, and minor component replacement to extend the life of equipment and systems. Its purpose is to minimize

breakdowns and excessive depreciation. Preventive Maintenance includes periodically scheduled work to provide systematic checking, adjustment, tests, measurements, parts replacement, cleaning, and routine services in accordance with the manufacturer's recommendations.

The Contractor shall be totally responsible for the cost of all parts and labor for Preventive Maintenance.

6. Emergency Maintenance is defined as unscheduled work that requires immediate action to restore essential services, to restore equipment or system operations, to correct mechanical problems that will cause imminent interruption of operations or will cause damage to operating equipment.

The Contractor shall be responsible for the cost of all parts and labor for Emergency Maintenance up to \$500.00 per incident for parts and up to \$500.00 per incident for labor.

The State shall be responsible for the cost of parts and labor for Emergency Maintenance in excess of \$500.00 per incident for parts and in excess of \$500.00 per incident for labor. The State shall reimburse the Contractor for the actual cost of the freight, plus 5% for handling and profit.

7. A Major Repair is defined as any scheduled repair that requires shut down of equipment to make the repair or involves replacement of parts that exceed \$500.00 per incident.

Major Repairs may be excluded from the scope of the Contract at the discretion of the State. However, the State may direct the Contractor to perform a Major Repair and the Contractor will be bound to the hourly rates on the contract.

After Acceptance of Equipment (Refer to **Section III.A.16**, above), **The Contractor shall be responsible for the cost of all parts and labor for Major Repairs up to \$500.00 per incident for parts and \$500.00 per incident for labor.**

The State shall be responsible for the cost of all parts and labor for Major Repairs in excess of \$500.00 per incident for parts and in excess of \$500.00 per incident for labor.

8. Minor Repairs are defined as any repair, scheduled or unscheduled, where the cost of part(s) is under \$500.00 per incident. Minor Repairs are within the scope of services to be provided under the contract.

The Contractor shall be responsible for the cost of all parts and labor for Minor Repairs up to \$500.00 per incident for parts and for all labor associated therewith.

9. Where labor is billable to the State, the Contractor will bill for all labor based on the hourly billing rates in the contract.
10. In the event of equipment failure, eminent failure or damage, on-site response by a qualified maintenance mechanic shall be made within two (2) hours after the Contractor has been given notification of the emergency situation. Service response shall be sufficient to restore the equipment or system to a fully or temporary operational status at no additional cost to the State. If temporary measures are taken to restore operation, then permanent repair service shall be completed within five (5) working days.

Should the Contractor fail to restore essential service within twenty-four (24) hours, the Contractor will be held liable for Liquidated Damages of \$250 per day. Should the Contractor fail to restore essential service within twenty-four (24) hours, the State reserves the right to obtain restoration of essential services through other means, methods, or vendors. Should the State find it necessary to obtain restoration of essential services through other means, methods, or vendors, the Contractor will be held liable for the total expense of restoration of essential services. Inability to obtain parts or special technical or engineering services will not be considered reason to extend this time period. Exceptions: Loss of essential service from equipment or system failure resulting from Fire or Natural Disaster.

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BID PAGE

Price is based on Section III Technical Specifications

Year 1 \$ _____

Year 2 \$ _____

Year 3 \$ _____

TOTAL: \$ _____

Bid Price Authorized by:

Name _____

Title _____

Signature _____ Date _____

Address _____

City, State, Zip _____

Federal ID #: _____

Phone Number/Fax Number _____

eMM# _____

E-mail Address _____

**THE STATE OF MARYLAND ENCOURAGES
MINORITY BUSINESS ENTERPRISES TO
PARTICIPATE IN THIS PROCUREMENT PROCESS.**